

Custodial, Labor and Trades Branch
Solid Waste Management Group
Refuse Collection and Disposal Supervision Series

SOLID WASTE OPERATIONS SUPERINTENDENT

03/00 (CDH)

Summary

Under direction, manage the functions of assigned refuse collection or disposal Division through subordinate supervisors, in compliance within established standards of public service and regulatory requirements.

Typical Duties

Plan for, organize and develop resources for effective solid waste collection or disposal requirements of City. Involves: developing long and medium range plans to meet increasing volumes of solid waste, providing data for urban planning, forecasting solid waste growth, projecting property, equipment and manpower needs; advising department management on regulatory requirements, planning for projected environmental controls, consulting with State and Federal agencies, providing operational input and commenting on proposed regulations; meeting with civic groups and representatives, obtaining problem input, preparing and recommending solutions, communicating results to employees and the public; analyzing and correcting equipment and facility maintenance procedures and methods; studying regulatory documents, alerting department management to proposed changes and recommending processes to prepare for compliance; exploring opportunities for promoting City's solid waste disposal improvement processes and conducting outreach programs to communicate operational procedures; monitoring and verifying effective use of resources and facilities; analyzing methods and procedures, recommending and making improvements; synthesizing information to integrate collection, recycling and disposal actions, fostering near term optimal use of existing infrastructure equipment and procedures; reviewing and projecting staffing and training needs; developing, communicating and implementing safety procedures and rules, and ensuring compliance.

Implement, direct and evaluate refuse collection operations for the City as assigned. Involves: establishing residential collection schedules and routes, monitoring volumes, adjusting schedules and equipment or personnel allocations based on volumes in order to meet changing customer demands; verifying equipment operational status, arranging for preventive and breakdown maintenance, assuring back up equipment is available, driving equipment to site if necessary; checking maintenance and repair cost and verifying proper completion of repairs; investigating and following-up on accidents, taking corrective action; assessing commercial refuse collection requests, allocating equipment and arranging pick up schedules to meet specified customer needs; dovetailing pickup efforts with recycling programs to improve recycled refuse volumes, assist program coordinator with public awareness work; reading and applying ordinances and governmental agency regulations, communicating contents, conducting training and following up to ensure compliance with current standards; planning, scheduling and overseeing periodic cleanup of City property, executing work orders from environmental inspections.

Implement, direct and evaluate City landfill operations in compliance with refuse disposal regulations as assigned. Involves: recording, calculating and reporting disposal tonnage to State regulatory agency, sampling refuse for acceptability of content; auditing and overseeing refuse disposal permitting process, following up on permit usage; advising and monitoring activities of consultants or contractors for contract compliance of landfill design or construction; overseeing consultant performance of sampling procedures and reports, recording contract variances; monitoring periodic or special landfill moisture, gas and runoff sampling, sending of samples to City laboratory, and receiving results and taking appropriate corrective and preventive actions; ensuring proper disposal of contaminated water, and determining disposal of methane gases for burn off or collection; investigating and responding to customer complaints and taking appropriate corrective action; responding to regulatory agency inspections.

Direct or perform Division administrative functions recommend budgets. Involves: keeping cost records of material and equipment usage, labor hours to keep expenditures within approved budget limits; compiling or overseeing development and implementation of reports and procedures to capture cost and operational data; analyzing reports, comparing labor, material and operating costs to budget, making short term cost forecasts, containing costs and improving operations; taking or recommending actions to correct variances, preparing requests for budget supplements, adjusting expenditures to meet established limits; developing cost information as directed; preparing Division capital and operating budget documentation, recommending expenditures, presenting justification data as requested; determining costs, fees and resource needs for special services, informing customers of charges, keeping cost records and preparing back-billing records to property owners; reviewing monetary receipts and records of services provided, preparing cash and instruments for deposit and making deposits; ensuring that regulatory agency and Division reports are accurate and timely, recommending action based on reported data, establishing procedures to verify reported data; issuing and reviewing class "C" misdemeanor citations for violations such as illegal dumping and hazardous material disposal; verifying and preparing documents for court appearance, appearing in court as witness if necessary

Supervise assigned supervisory and non-supervisory trades, labor and clerical employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities involving regulations and safety procedures; ensuring compliance with safety regulations, conducting specific safety and hazardous materials handling procedure training; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operation, including operation of vehicles on public thoroughfares requiring a Commercial Drivers' License (CDL), if necessary; providing designated support for projects or activities overseen by higher graded non-supervisory department personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or special status reports;; ensuring that tools, equipment and work areas are orderly, safe and clean.

Minimum Qualifications

Training and Experience: High School graduate or General Educational Development (GED) supplemented by specific training in solid waste management principles and operations; plus seven (7) years of increasingly responsible experience in refuse collection and disposal operations or administration, including two (2) years at a level comparable to Refuse Collection Division Supervisor or Sanitation Officer; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of solid waste management principles and regulations. Considerable knowledge of: cost accounting; work scheduling; materials sampling and personnel management techniques and procedures. Some knowledge of heavy equipment maintenance and operation.

Ability to: organize and direct closely integrated labor intensive operations; prepare, evaluate and modify complex work schedules based on customer needs and regulatory constraints; train employees in safe work practices and refuse handling procedures; sample and monitor various water and gas emissions, evaluate test results and develop corrective actions; firmly and impartially enforce and explain complex environmental regulations and standards with businesses and the public; analyze operational costs and devise improvements; communicate clearly and concisely with contractors, laboratory technicians and regulatory agency personnel.

Skill in safe operation and care of: heavy equipment; motor vehicle.

Physical Effort and Work Environment: Considerable driving through city traffic. Occasional: exposure to hazardous materials; operation of heavy equipment on public thoroughfares and City property.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours as required; may serve as department biweekly emergencies duty coordinator. Positions requiring a Commercial Drivers' License (CDL) to operate vehicles on public thoroughfares are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Licenses and Certificates: Municipal Solid Waste Management Technician Certificate (Level 'A'); Texas (Class "B") Commercial Drivers' License.

Director of Personnel

Department Head